

September 14, 2010



Tullahoma Municipal Airport Authority

P.O. Box 1584 – Tullahoma, TN 37388

**Meeting Attendance
September 14, 2010**

Members Present

<input checked="" type="checkbox"/>	John Miller, Chairman
<input checked="" type="checkbox"/>	Buddy Chellstorp
<input checked="" type="checkbox"/>	Rod Pozo
<input checked="" type="checkbox"/>	Jim Apple
<input checked="" type="checkbox"/>	Karla Smith
<input type="checkbox"/>	Sam Crimm
<input checked="" type="checkbox"/>	Steve Worsham

Other Officials Present

<input checked="" type="checkbox"/>	Jon Glass, Airport Manager
<input checked="" type="checkbox"/>	Alderman Greg Sandlin
<input checked="" type="checkbox"/>	Wayne Thomas, Tullahoma News

Visitors

Trev and Tamara Echols (Mid-Ten Aviation) and Chris Rounds (Public Comments).

Note: Where motions are noted as being approved, they were unanimously approved by all Board members present unless otherwise noted.

**Meeting Minutes
September 14, 2010**

- 1. Meeting called to order at 5:00 pm.**
- 2. Minutes for the August 10, 2010 meeting were approved.**
- 3. Public Comments** – Chris Rounds reported that the T-6 fly-in had been rescheduled for October 23rd and about 12-15 aircraft were expected to arrive for the event.

4. **FBO Report** – Frank Passarello and Jimmy Chapman were not present for the meeting. Jon Glass reviewed the Tullahoma Aviation FBO report. A meeting was held with Tullahoma Aviation, Mid-Ten Aviation and Jon Glass regarding occupancy of the north and south community hangars. As of September 8, 2010 Tullahoma Aviation still occupied the maintenance area and office space in the hangars preventing Mid-Ten from conducting business. Mid-Ten Aviation leased the hangars effective September 1, 2010 according to the terms of the FBO contract. Chairman Miller reported that a letter was sent to Tullahoma Aviation requesting that they vacate the north and south hangar by September 17, 2010. Tamara Echols reported that fuel sales were very good for the first week of September.
5. **Treasurer's Report** – Buddy Chellstorp reported that the Airport Authority received 3 bills from TUB with the minimum charges. Jon Glass will check the status of the bills and disconnect them if no longer needed. Jon Glass presented the cash flow report for the month of August and provided a summary of the terminal building donation account.

6. Jon Glass presented his Airport Manager Report:

CURRENT PROJECTS

Terminal Building – The final pay request (#10) for \$92,096.26 has been submitted to TAD for processing. Jason Rinks will put the final “as-built” on a CD in pdf format and submit to the Airport Authority.

Budget Information – FY 11 City budget passed with a 5% decrease to our appropriation. Coffee County appropriation will remain the same at \$12,000 per year.

TUB Bills – A summary of the last 10 months TUB bills is provided for Board member review. It includes 7 months prior to new terminal building and 3 months in the new terminal building.

7 Months Prior to New Terminal Building	3 Months After New Terminal Building
Average Monthly Bill = \$1,401.42	Average Monthly Bill = \$2,492.88
Budgeted Amount = \$1,650.00	Budgeted Amount = \$2,450.00
	Note – Starting Oct. 1 the electrical bill for runway 6/24 lights that average \$400 per month will be moved to a City account. This will reduce the Average Monthly Bill to \$2,092.88

FBO – Letter to Mid-Ten regarding monthly reports and monthly inspection forms is provided for Board member review.

Terminal Landscaping – MLS started the last week in August and has treated the terminal building sod for insects. They will fertilize later this month.

September 14, 2010

Self-Serve Fuel – The terminal has been installed and the contractor will return 9/14/10 to install the software.

Airfield Signage – PDC was at the Airport on 8/6/10 to complete the airfield electrical inventory.

Runway 36 Threshold – FAA Form 7480 for the runway modification has been submitted to Jim Currey. PDC has completed the specs for the threshold displacement. Copies are provided for Board member review.

Wal-Mart Retaining Ponds – The Board of Mayor and Aldermen will vote on a service contract with a private contractor to relocate the geese at the 9/13/10 meeting.

LPV Approaches – Ron Allison with FAA advised Jon Glass that a national initiative has re-prioritized LPV approach procedures. We are now scheduled for May 2011.

Tree Clearing – Project completed and final payments made to Brown's Tree service (\$1,550) and Richard Raper (\$450). 90% reimbursement will be submitted to TAD.

Ramp Repair – Contracts have been returned to TAD for approval. It is a \$500,000 contract with 90/10 funding. Local share funding has not yet been determined.

North Taxiway Drainage – Approved TAD contract has been received. Jon Glass advised PDC to begin the specifications and bid process for this project.

Airfield Poison Spraying – 18/36, Ramp, UTSI Ramp, North and Midfield Taxiway are complete. Jon Glass will work on the hammerhead and South taxiway for Beech Convention.

Street Light Replacement - TUB and Bill Stuart have provided an estimate to replace the street light adjacent to main gate with a 13 foot concrete decorative light. Estimate from TUB is \$428.36 and \$775.57 from Bill Stuart for trenching and parts for a total of \$1,203.93. Monthly bill would increase \$21.00 per month for this light over the existing light. See section 7 B., (Old Business) below, for resolution of this.

Other –

Goodyear blimp cancelled for September 20 and 27.

Jon Glass will contact people on the hangar waiting list regarding the vacant lot behind the Mickey Miller hangar.

TAD completed the annual airport inspection on September 1, 2010. The written report will arrive in a few weeks.

MAINTENANCE/NAVAID PROBLEMS

SDF – No problems or outages for August. Buddy Chellstorp is working on the monitor.

NDB – No problems or outages for August. Sam Crimm and Jon Glass are working on the monitor.

VOR – No problems or outages for August. Buddy Chellstorp is working on the monitor.

AWOS – No problems or outages for August. TUB is working on resolving the phone issues.

RUNWAY AND TAXIWAY LIGHTS – ODEL's OTS, Don Hall notified 7/9/10.

REILS AND PAPI – The flashing REIL lights on runway 24 are OTS due to lightning. Circuit board sent for repair on May 28.

Chairman Miller asked Jon Glass to contact TAD regarding the extremely slow service from Bill Beggs in repairing the REIL system.

HANGAR RENT/INSURANCE

OVERDUE RENT – The following payments will give the Airport Authority 100% rent collection for 2009.

Mickey Miller - \$1,084.00 Total = \$3,796.00 See 8 F, "New Business", below for more details.

EXPIRED INSURANCE CERTIFICATE

Mickey Miller

LEASES

FBO CONTRACT COMPLIANCE

<i>DATE</i>	<i>TIME</i>	<i>ISSUE</i>

AIRPORT TRAFFIC

<i>DATE</i>	<i>FUEL SOLD (gallons)</i>	<i>TRANSIENT AIRCRAFT</i>	<i>JET OR TURBOPROP</i>
<i>August 2009</i>	<i>5,975.2</i>	<i>92</i>	<i>21</i>
<i>August 2008</i>	<i>12,894.4</i>	<i>152</i>	<i>32</i>
<i>August 2007</i>	<i>7,050.3</i>	<i>82</i>	<i>19</i>

AIRPORT MARKETING/PRESENTATIONS – None

SUGGESTION BOX – No comments.

OLD BUSINESS/NEW BUSINESS INFORMATION

Terminal Building Donation Update – Cash flow, financial reports and terminal building account information were provided during the Treasurer's report.

7. Old Business:

- A. Wildlife Management Plan** – Jon Glass reported that a wildlife management plan had been submitted to TWRA. It is anticipated that TWRA will issue a permit to the airport to harass deer present on the airfield that are a danger to aircraft operations. Mr. Worsham is working on a proposed ordinance regarding retaining ponds in the vicinity of the Airport.
- B. Main Gate Lighting Update** – Mr. Pozo reported that the existing light worked properly and he did not see a need to replace it. Board members discussed lighting in the terminal building area and the hazard from the overhead wire. Chairman Miller suggested that the terminal building provided enough lighting in the area and that the light pole could be removed instead of replaced. **A motion was made and approved** to make a request to TUB to remove the light pole and overhead wire.

8. New Business:

- A. Beechcraft Convention Update** – Jon Glass reported that Wade McNabb was in Texas and unable to attend the meeting. The Beechcraft Convention will run from October 13 to the 17th. Kedrick Rutz is completing an airfield waiver for a Julie Clark performance for about 20 minutes at sunset on October 15th. **A motion was made and approved** to allow closure of the airfield for the Julie Clark performance. The American Barnstormers will offer Stearman flights to the public from Thursday to Saturday and a certificate of insurance will be provided to the Airport Authority. The Museum will also unveil a new exhibit the Saturday night of the convention.
- B. TAD Capital Improvement Plan Meeting** – Jon Glass presented a draft capital improvement plan for Board member review and approval. An airfield drainage improvement project was included in the list with funding from the Vision 100 program. **A motion was made and approved** to submit the plan to TAD.
- C. NDB Status and Path Forward** – Jon Glass reported that he and Sam Crimm purchased an FM antenna for \$45. Mr. Crimm has a friend that might be able to modify the antenna so that it can monitor the NDB. An update on the work will be provided at the October Board meeting.

D. Annual Policies and Minimum Development Standards Review – Chairman Miller asked Board members to review the provided policies and Minimum Development Standards prior to the October Board meeting. A work session will be held prior to the Board meeting to review comments and suggestions.

E. Signage and Landscaping – Mr. Worsham reported that Joe Lester gave him permission to plant trees on his property adjacent to the World War II hangar. Mr. Worsham will consult with Ralph Graham on what type of trees to plant and make suggestions for possible funding sources at the October Board meeting.

F. American City Bank Lease Agreement – Chairman Miller reported that the Mickey Miller hangar was auctioned off on September 9th and American City Bank now owned the hangar. Jeremy Bell is completing the legal documents for hangar ownership and the Airport Authority will enter into a ground lease agreement with the bank until it is sold. **A motion was made and approved** to enter into a lease agreement with American City Bank. The bank will pay all back taxes and past due ground lease payments owed by Mickey Miller.

G. Glider Operation Procedures Development – Chairman Miller reported that he talked to John Humphries and Ted Beckwith about forming a committee to review glider procedures at the airport. Mike Loehle and Buddy Chellstorp will join Ted Beckwith and John Humphries on the committee. Focus of the committee will be to develop safe and written operation procedures for gliders operating at the Airport.

Michael Luckado will add motion detectors to the interior lights on the north and south side of terminal building to help reduce the bug population in the terminal building.

9. Alderman Sandlin Comments – Alderman Sandlin reported that he was reappointed to serve for another year as liaison on the Airport Authority. The private contractor hired to remove the geese will arrive at the retaining ponds Monday morning September 20. He reported that the motion approved by the BOMA would cover any retention ponds or hazards within 1,500 feet of the Airport. The FY 2011 City budget passed with a 5% decrease for the Airport Authority. Alderman Sandlin will submit a copy of the Airport Capital Improvement plan to the City Transportation plan.

10. Meeting adjourned at 6:03 pm.

Submitted on 9/20/10

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting